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2.0		**FUNCTIONAL REQUIREMENTS**
2.1		**GENERAL SYSTEMS REQUIREMENTS**
2.1.1		**PROVIDE OPERATIONAL CHARACTERISTICS: The system shall provide the capability to:**
2.1.1(A)	0080	Permit manual performance of automatic functions and data entry from off-line processes, and allow users to override system defaults to continue processing and log such overrides in the audit trail,
2.1.1(B)	2080	Automatically establish and display contract data and documentation based on the user's function, and adjust for component or site-specific procedures,
2.1.1(C)	0080	Initiate any system process from any starting point,
2.1.1(D)	0080*	Provide on-screen help/tutorial functions,
2.1.1(E)	0085	Automatically notify the user when checklist items or sequential process portions have been overlooked,
2.1.1(F)	0080	Resume an interrupted action,
2.1.1(G)	0080	Display a document, report or query result upon user request and prior to printing,
2.1.1(H)	2080	Establish print format criteria for documents, reports, and query results, and identify which documents and reports will be automatically printed,
2.1.1(I)	0080	Allow read-only access to solicitation responses, and permit the user to concurrently perform and view multiple processes/applications/documents,
2.1.1(J)	0080	Allow the user to establish internal and external distribution and communication requirements, and internal review and approval chains,
2.1.1(K)	1080	Perform calculations, including monetary and measurement conversions, and
2.1.1(L)	0080	Receive, recognize, generate and manipulate dates for the year 2000 and beyond.
2.1.2		**MAINTAIN DATA: The system shall provide the capability to:**
2.1.2(A)	**1080**	**Capture procurement-related documents/information/data (including but not limited to cost accounting standards disclosure statements, contractor financial statements, cost or pricing data, corrective action**
		plans, pre-award surveys, and contractor system reviews) for storage, categorization, cross-referencing, tracking and linking from internal and external sources.
2.1.2(B)	0085	Enter a weapons system or program code and search for information on related procurement actions, access data and time information on specific processes to support activity-based costing, determine the number and identity of
		electronic respondents to solicitations prior to opening/closing dates, access contractor cost performance data, search data repository or operational database and retrieve and manipulate information based on ad-hoc user-defined parameters
2.1.2(C)	1080	Provide on-line access to the data dictionary,
2.1.2(D)	1080	Create reports and perform calculations using user-defined criteria, and establish criteria to identify the procurement action type for which automatic processing is authorized, and
2.1.2(E)	0080	Identify the current version of data values, permit the user to select the version to be used in subsequent processes, and permit the user to revise data values without corrupting the original data values (regardless of data ownership).
2.1.3		**MANAGE DOCUMENTATION: The system shall provide the capability to:**

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2.1.3(A)	0080	Automatically assign unique control numbers to documents received and generated,
2.1.3(B)	0080	Record local date and time that the user completes or updates an action, or when documents are received or transmitted, including the originator of any transmission received,
2.1.3(C)	0085	Permit the user to establish, edit or delete a suspense for any action and define notification criteria,
2.1.3(D)	0085	Maintain a log of all requests for information or action and their corresponding responses, integrate the log with the procurement action and corresponding documentation, and automatically forward a request or document for review/ approval/distribution either sequentially or simultaneously based on the local review-and-approval shains or command.
2.1.3(E)	0085	Permit access to a status summary of all outstanding requests for information or action, and notify users and reviewers with overdue responses to such requests,
2.1.3(F)	0080	Receive notification of a validated requirement from the requisitioner or item manager,
2.1.3(G)	0080	Provide or prohibit access to each document based on the user profile, and allow multiple users to concurrently view the original document or file (including while it is being edited),
2.1.3(H)	0080	Affix an electronic signature upon user request when all appropriate actions are completed, and verify the signature for compliance with a user profile, and
2.1.3(I)	0080	Provide the capability to integrate, attach and link imaged documents to the electronic file.
2.1.4		**PROVIDE TEMPLATES FOR STANDARD PROCUREMENT DOCUMENTS DESCRIBED IN FAR/DFARS AND SERVICE/COMPONENT SUPPLEMENTS: The system shall have templates which:**
2.1.4(A)	2080	Have predefined data fill-in fields which can be merged with data without changing the original template and are maintained in a library,
2.1.4(B)	1080	Permit the user to copy and tailor existing templates, store tailored templates under new names, create or categorize a new template, track all such documents by template type,
2.1.4(C)	0080	Automatically provide format for procurement instruments and other award actions and FAR/DFARS determinations (including Determinations and Findings) based on existing data and user-defined criteria,
2.1.4(D)	0080	Permit the user to save all data and text fields as part of that electronic file,
2.1.4(E)	1080	Permit the user to describe and define user-created data elements and add to the data dictionary, and

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2.1.4(F)	0080	Produce output from templates (e.g., screens, print files, forms, and transaction sets).
2.1.5		**EDIT DOCUMENTS: The system shall provide the capability to:**
2.1.5(A)	0080	Append information to any document while viewing without changing the document,
2.1.5(B)	0080	Edit documents and provide an audit trail of changes to documents, and
2.1.5(C)	0080	Compare documents and indicate differences.
2.1.6		**PROVIDE ELECTRONIC INTERFACE CAPABILITIES: The system shall:**
2.1.6(A)	2080	Interface with the EC/EDI contractor registration system, allow external financial systems to access current funds availability/status/amount for all requirements, allow on-line certification of funds availability for obligation, permit the
		user to request and obtain vendor information and eligibility information electronically, transmit data required by component legacy systems, identify excess funds to the originator, and integrate iimport/export files or text
		with other applications using the host operating system/environment, and
2.1.6(B)	2080	Automatically generate the procurement instrument and other award action as a UDF or Military Standard Contract Administration Procedures (MILSCAP) transaction and update the contract record based on receipt thereof,
		receive/validate/record incoming EDI UDFs or MILSCAP transactions and assign to the owner for appropriate action, and automatically reject invalid data values and so notify the user.
2.2		**PROVIDE PROCUREMENT GUIDANCE**
2.2.1		**MAINTAIN A REFERENCE LIBRARY: The system shall provide the capability to:**
2.2.1(A)	0080	Access and import information from current official Government procurement regulations, maintain a record of the regulations and procedures, and search for clauses and provisions and view prescribing language, and
2.2.1(B)	0080	Maintain a current address directory of Internet or World Wide Web for the following:
		Federal Acquisition Regulation (FAR)
		Defense Federal Acquisition Regulation Supplement (DFARS)
		Service and Component Supplements
		Federal Information Resources Management Regulation, Bulletins and Temporary Regulations
		Federal Information Processing Standards
		Regulations of Grants and Cooperative Agreements
		Federal Register
		OMB Circulars
		Cost Accounting Standards Board Standards and Regulations
		Armed Services Pricing Manual
		Military Standard Contract Administration Procedures (MILSCAP)
		Military Standard Transportation and Moving Procedures (MILSTAMP)
		DoD Freedom of Information Act Program Directive
		Federal Procurement Data System Product and Services Code Manual

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		General Services Administration List of Parties Excluded from Procurement Programs
		Federal Supply Schedules
		Armed Services Board of Contracting Appeals Decisions
		General Services Administration Board of Contract Appeals Decisions
		General Accounting Office Opinions
		Treasury Rates
		Foreign Currency Exchange Rates
		Dunn and Bradstreet
		Commerce Business Daily
		Thomas Register
		DLA One-Book
2.2.2		**AFFECT STATUTES, REGULATIONS, POLICIES AND PROCEDURES (SRP&P): The system shall:**
2.2.2(A)	0085	Permit the user to prepare, submit, comment on or process a DAR case or deviation request, and submit for approval,
2.2.2(B)	1080	Maintain previous versions of any SRP&P (including changes and effective dates) by document, part, section, and clause, and link to the current version,
2.2.2(C)	0080	Notify users of changes to SRP&P, and permit an authorized user to draft changes/rewrites/additions to component supplements, and
2.2.2(D)	1080	Establish and modify clause selection logic, access superseded clauses still applicable to existing contracts, and receive electronically or permit the authorized user to enter clauses with instructions to incorporate in full text or by reference.
2.3		**PROCUREMENT PLANNING**
2.3.1		**MANIPULATE A REQUIREMENTS PACKAGE: The system shall:**

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2.3.1(A)	0085	Receive requirements packages and amendments thereto and notify the user upon receipt,
2.3.1(B)	0085	Determine package adequacy based upon contents, previously-entered data and user-defined criteria, and automatically reject an invalid package with description of inaccuracy,
2.3.1(C)	1080	Determine and notify the user if the item(s) included in the package are covered by pre-existing award vehicles or unawarded requirements packages, or are available from mandatory sources, and automatically generate an award against the vehicle for both user-review and automatic-distribution modes.
2.3.1(D)	0085	Automatically notify the requiring activity of formal acceptance of the package, and allow the user to formally accept or reject the package,
2.3.1(E)	0085	Permit the user to identify package requirements to be split into separate packages or to combine requirements from two or more packages,
2.3.1(F)	0080	Retain all required documentation for any canceled requirements package,
2.3.1(G)	0080	Calculate the extended or total estimated cost of the package based on procurement revisions and separation or combining of requirements,
2.3.1(H)	0085	Require the user to validate manually-entered appropriation data, permit the user to request to certify or correct funds, and automatically notify the user when the award amount to be obligated differs from the commitment on the package,
2.3.1(I)	0080	Display a documentation summary of any procurement and permit selection of any part of a document to view, and
2.3.1(J)	0080*	Permit preparation of a security classification specification.
2.3.2		**CREATE CHECKLISTS: The system shall:**
2.3.2(A)	0080*	Automatically establish, modify, delete and update milestones and checklists of actions necessary to reach a milestone for a particular procurement function based on user-defined criteria,
2.3.2(B)	1080	Calculate pre- and post-award administrative lead times for the requirement based on historical data,
2.3.2(C)	0085	Record checklist and milestone completion dates and provide status in user workload, and
2.3.2(D)	0085	Automatically notify the user which checklist items have not been completed or have passed.
2.3.3		**IDENTIFY SOURCES: The system shall:**
2.3.3(A)	0085	Allow an authorized user to maintain a class set-aside list, and automatically alert the user if an item in the requirements package is on the set-aside list, and
2.3.3(B)	0085	Automatically notify the user when the requirement specifies any item on the list of commodities exempt from the Buy American Act.
2.3.4		**PERFORM CONTRACTOR ASSESSMENT: The system shall automatically:**
2.3.4(A)	0085	Notify the user when vendor eligibility information changes on a procurement, and
2.3.4(B)	1080	Aggregate contract performance information into contractor performance summary reports, and use these summary reports along with other contractor information to create vendor rating summary reports.
2.3.5		**ASSIST PROCUREMENT PLANNING: The system shall provide the capability to:**
2.3.5(A)	0085	Reference a Class Justification and Approvals (J&A) in lieu of a new J&A,
2.3.5(B)	1080	Identify and rank evaluation criteria and describe the evaluation scheme, and
2.3.5(C)	0080	List all personnel with access to source selection or business sensitive information.

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2.4		**SOLICIT OFFERS and AWARD CONTRACTS**
2.4.1		**DETERMINE MAILING LIST: The system shall automatically:**
2.4.1(A)	0080*	Record solicitation mailing list application data and update/rotate/purge list,
2.4.1(B)	0080	Create and update a solicitation mailing list based on Federal Supply Class, small-business size standards, user-defined criteria, vendors identified in the requirements package, and respondents to the solicitation or announcement,
2.4.1(C)	0085	Prepare synopses of market surveys, solicitations and awards to the Commerce Business Daily (CBD) in CBD-prescribed format (including notes thereto) and permit the user to edit before automatic transmission, and
2.4.1(D)	0085	Receive vendor and industry responses to announcements and incorporate bid/no-bid data from the abstract function into the solicitation mailing list.
2.4.2		**PREPARE SOLICITATION AND AWARD: The system shall provide the capability to:**
2.4.2(A)	0080	Establish a master solicitation template, and allow the user to create and record a procurement instrument or award document without a requirements package or which originated in other than DOD/SPS format,
2.4.2(B)	0085	Allow the user to create replacement pages to the document highlighting changes and revisions,
2.4.2(C)	0085	Automatically assemble, format, and paginate all or part of the document based on user-defined criteria or previously-entered data,
2.4.2(D)	0085	Utilize the line item system set forth in DFARS 204.71, allow for line items which are non-consecutive/ non-sequential or reserved, associate multiple MILSTRIP requisitions against a single line item, and globally modify line item information,
2.4.2(E)	0080	Effect multiple changes within a single modification and categorize them based on user-defined criteria, process multiple modifications for a given contract simultaneously and execute them in any sequence, delete an unexecuted modification from the active file while retaining a record in the contract history, and select an area within the procurement instrument or award action for change or deletion,
2.4.2(F)	0080	Create and copy free form text of any length (subject to any limitations imposed by the user's hardware, operating system or environment) that may be included anywhere within the document, including within line items,

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2.4.2(G)	0080	Provide for structuring line items to allow the vendor to submit alternate proposals (e.g., range quantities, alternate FOB sites, alternate quantities, and stepladder quantities),
2.4.2(H)	0080	Permit the user to assign multiple accounting classification reference numbers to a line or sub-line item, establish informational subline items for each accounting classification in accordance with DFARS 204.7104-1(a), and
		associate multiple-type accounting citiations with a single line item,
2.4.2(I)	1080	Automatically recommend contract type based on previously entered data, requirements package information and user-defined criteria,
2.4.2(J)	0080	Allow for multiple line item structures and pricing arrangements in a procurement instrument or award document based on the type of requirement,
2.4.2(K)	0080	Allow for multiple awards from a single solicitation or line item,
2.4.2(L)	1080	Enter data to trigger clause and provision selection for inclusion in the procurement instrument, automatically select general clauses and provisions based on prescriptive language from FAR, DFARS, component supplements, user-
		defined criteria, and previous-entered data, allow the user to indicate that the clause or provision applies only to one or several line items, allow the user to add or delete clauses or provisions, allow the user to edit default
		values or enter information, tailor clauses without changing the clause database, incorporate any clause or provision in full text, and allow the user to compare the procurement instrument and latest versions of clauses or provisions,
2.4.2(M)	1080	Automatically generate a list of attachments and exhibits to a procurement instrument based on previously-entered data,
2.4.2(N)	0080	Capture documentation and data of oral solicitations,
2.4.2(O)	1080	Validate the procurement instrument for consistency and completeness, and notify the user of discrepancies,
2.4.2(P)	0085	Automatically assign internal tracking numbers to in-process actions until release, automatically generate and assign the next available procurement instrument identification number per DFARS 204.70 as well as user-defined
		criteria and previously-entered data, and allow for automatically assigning numbers beyond the current fiscal year,
2.4.2(Q)	0085	Allow an authorized user to indicate that the document is complete and ready to distribute, and automatically establish an issue and opening/closing date, release the solicitation after the issue date has passed, automatically
		reschedule dependent milestones, and prohibit changes to the document once distribution has occurred except by amendment or modification,
2.4.2(R)	0080	Provide any bilateral contract action to the contractor for signature,
2.4.2(S)	1080	Automatically alert the Contracting Officer when a change in clauses/provisions or clause selection logic may require a solicitation amendment or contract modification, automatically reselect clauses and provisions based on
		changes to previously-entered data or user-defined criteria, and allow the user to incorporate any or all changes,
2.4.2(T)	1080	Automatically notify all sources on the solicitation mailing list that an amendment has been issued,
2.4.2(U)	1080	Automatically convert estimated milestone delivery dates to firm dates based on user-defined criteria, allow the user to edit an in-process contract until execution, allow the user to simultaneously modify multiple contracts with a
		single or multiple contractors, and maintain previously-entered data unaffected by the change,
2.4.2(V)	0085	Concurrently maintain and provide accessibility to conformed solicitation and award documents which incorporate all amendments and modifications, including those in-process, automatically identify any presentation of a

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		conformed document, and permit the user to construct modifications showing only contract changes or including replacement pages,
2.4.2(W)	0085	Prohibit an electronic signature on an award unless funding verification shows sufficient funds, and notify the user when the amount to be obligated differs from the commitment on the requirements package, and
2.4.2(X)	1080	Prohibit contract award until all milestones are met, and automatically generate contract reporting requirements, contract distribution list and profit and fee statistics based on user-defined criteria and transmit to data collection points.
2.4.3	0085	CONDUCT INDUSTRY LIAISON: The system shall receive, record and schedule contractor requests for supplemental solicitation information, and receive and store critical technology clearances from requirements and foreign disclosure offices.
2.4.4		**EVALUATE OFFERS: The system shall provide the capability to:**
2.4.4(A)	0085	Maintain all versions of responses, automatically notify the user of unidentifiable responses, prohibit access to information in responses until the opening/closing date, notify and allow the user to incorporate information received
		after the opening/closing date and integrate with previously-entered data, and store contractor certifications,
2.4.4(B)	0080	Automatically link each vendor response to a solicitation, including no-bid decisions,
2.4.4(C)	0085	Prepare, update and revise an Abstract of Offers showing the original and each iteration of abstract data elements,
2.4.4(D)	0085	Automatically identify late offers and so notify the user,
2.4.4(E)	2080	Compare each offeror's Representations and Certifications against solicitation criteria and identify differences,
2.4.4(F)	0080	Compute and compare offered prices for each line item or for the total offer and identify the apparent low offeror, allow the user to process and record resolution of exceptions to the terms and conditions of solicitation, compare
		solicitation and offeror's terms and conditions and notify user of any differences, indicate whether subcontracting plan has been approved, and evaluate offers based on the offer data and previously-defined criteria,
2.4.4(G)	1080	Integrate offer data and previously-established evaluation criteria to perform evaluation,
2.4.4(H)	0085	Prepare requests for external action as required by statute or regulation,

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2.4.4(I)	2080	Integrate an offeror's past performance information into the evaluation process, and recommend a determination of responsibility based on user-defined criteria and algorithms applied to previously-entered data,
2.4.4(J)	1080	Be able to create, request, receive and dispose of pre-award survey requests,
2.4.4(K)	0085	Receive and process unsolicited proposals, assign to the appropriate user for action, and track disposition,
2.4.4(L)	0085	Provide automated tools to calculate incentive pricing arrangements,
2.4.4(M)	1080	Provide access to tools to analyze cost and pricing data, verify mathematical calculations, develop weighted guidelines profit/fee objectives, and allow unit prices and awards in non-U.S. currencies,
2.4.4(N)	1080	Allow the user to document multiple negotiation positions and indicate those to be retained with contract history, and
2.4.4(O)	0085	Allow the user to exclude an offer from further consideration.
2.4.5		**MAINTAIN A BID PROTEST CASE FILE: The system shall:**
2.4.5(A)	0080	Acknowledge receipt of any protests, including appeals and interventions, consolidate protest documentation into a protest case file, and create a Rule 4 index of relevant documents,
2.4.5(B)	0085	Categorize protests, relate each issue of protest to a specific provision or requirement, and allow the user to divide and track the protest based on multiple issues, and
2.4.5(C)	0085	Notify interested parties of processing and final resolution.
2.5		**ADMINISTER CONTRACTS: The system shall:**
2.5(A)	0080	Automatically calculate revised total contract dollars based on changes in a modification,
2.5(B)	0085	Automatically identify contracts subject to Cost Accounting Standards based on user-defined criteria,
2.5(C)	2080	Notify the user when previously-identified criteria for contractor performance have been breached,
2.5(D)	0085	Record quantities ordered on all delivery orders and alert the user when contract minimums/maximums are being approached,
2.5(E)	0085	Verify currency of certificates of insurance and notify the user prior to expiration,
2.5(F)	1080	Track submission of payment and performance bonds and surety progress reports,
2.5(G)	0085	Receive shipping and pickup/release status from contractors regarding excess equipment and notify recipients of pending material receipt,
2.5(H)	1080	Automatically compare the Government-furnished property report with contract requirements and notify the user of any discrepancy, automatically verify if a solicited vendor has or had a contract for the same item for which
		Government property was furnished and so notify the user, and notify the user of any contractor report of GFP loss/damage/destruction,
2.5(I)	2080	Process material review board actions and corrective action requests/notices/plans (including show-cause and cure notices),
2.5(J)	1080	Track results and approvals of first article or production lot test acceptance results, automatically establish delivery schedules based on acceptance, automatically request from the contractor status of pending delivery
		and performance requirements, annootate and catagorize a response or non-response to such a notice, receive and track contract performance reports and activity data, determine factors of non-conformance and relate to contractural

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		provisions, notify the user when performance parameters do not meet user-defined criteria, and track the physical progress review and notify users of results based on user-defined milestones,
2.5(K)	1080	Process shipment and performance data against the MILSTRIP requisition number and contract schedule, and allow the user to establish and modify forecasted delivery dates,
2.5(L)	1080	Automatically compare payment requests with acceptance status and previously- entered data to validate the request for consistency and correctness,
2.5(M)	1080	Automatically calculate authorized payment amount including withholdings, reject invalid payment requests and so notify the submitter and user, establish payment limitation based on contract terms and conditions, manually or
		automatically release electronic payment authorizations to the payment office based on user-defined criteria, or automatically notify the user when a payment request does not specify which ACRN applies to the payment
		request, and designate the appropriate ACRN or appropriation against a payment request,
2.5(N)	1080	Permit notification when no indication has been received within a user-defined time period of a payment record corresponding to a payment/contract/contractor, automatically notify the user whenever the payment office rejects
		an authorized request for payment, and automatically notify the user if the percentage of progress payments requested exceeds the recorded progress,
2.5(O)	2080	Record and track committed funds for pending and established contract vehicles (including those funds provided to another organization), view and compare obligations/payment authorizations/payments on a CLIN and ACRN basis,
		and access funding allocations/appropriations/commitments/(de)obligations/disbursements associated with a contract from external sources,
2.5(P)	0080	Automatically verify that final settlement reflects previous partial settlements, consolidate claim documentation into a Rule 4 file, and track the claim based on multiple disputed issues,
2.5(Q)	1080	Authorize payment in excess of obligated amount only as permitted by a variation-in-quantity clause in the contract,
2.5(R)	0085	Permit the user to identify individual line items/quantities/contracts as terminated, track reprocurement costs resulting therefrom, and rescind the termination and reflect in performance history and statistics, and

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2.5(S)	2080	Automatically closeout contracts and other award vehicles in accordance with user-defined criteria, identify missing closeout documentation based on contract completion checklist and notify appropriate users, identify and archive
		contracts which have passed their retention period, allow the user to change the retention period for specific contract(s), access any section of a closed-out contract file during the retention period based on user-defined
		criteria, reactivate any undestroyed procurement instrument or award action, and automatically extract and retain summary data prior to destroying the contract file to support future analysis based on user-defined criteria.
2.6		**OVERSEE PROCUREMENT PROCESSES: The system shall:**
2.6.1		**ANALYZE PROCUREMENT PERFORMANCE as follows:**
2.6.1(A)	0085	Automatically calculate individual and aggregate procurement administrative lead time based on user-defined parameters,
2.6.1(B)	0080*	Establish standard metrics associated with the procurement process, and calculate measured performance based on these metrics, and
2.6.1(C)	1080	Provide the capability to capture, store, measure and report the results of tracking data associated with standard metrics generated during the procurement process, and allow for entry and storage of customer feedback.
2.6.2		**MANAGE WORKLOAD as follows:**
2.6.2(A)	0085	Permit an authorized user to assign and reassign work to others within the user's authority, access specific information on user expertise and commodities certifications to assign workload, establish criteria for workload
		assignment, automatically assign workload based on user-defined criteria, automatically assign changes to previously-assigned workload to current owner, and transfer ownership of documents or actions based on user-profile criteria
2.6.2(B)	0085	Delegate and track contracts to multiple users to perform specific contract administration functions, permit authorized personnel to reassign workload between organizations subject to mutual agreement, perform multiple
		redelegations of functions and trace to previous delegations, assign workload outside the established user-defined criteria, allow assignment of workload to a team leader, and
2.6.2(C)	0085	Automatically notify the user whenever changes, problems, or major events occur that affect the user's workload.
2.7		**ADMINISTRATIVE SUPPORT: The system shall provide the capability to:**
2.7(A)	0080*	Track Contracting Officer warrants and link to user profiles, identify each user's accesses/authorizations/permissions to perform various system functions, and permit an authorized user to create, modify, suspend or delete a user profile,
2.7(B)	1080	Create or modify Memoranda of Agreement (MOA) and establish a record of tasks, funds, hours, and designated individuals, projects or contracts which will accrue charges based on information in the MOA, and
2.7(C)	0080	Calculate reimbursements due from non-defense organizations based on hours expended and the rate for each skill category in accordance with user-defined criteria.